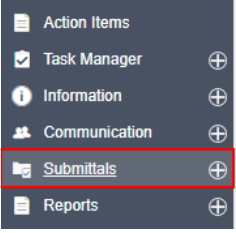
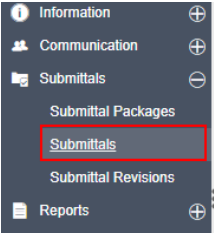
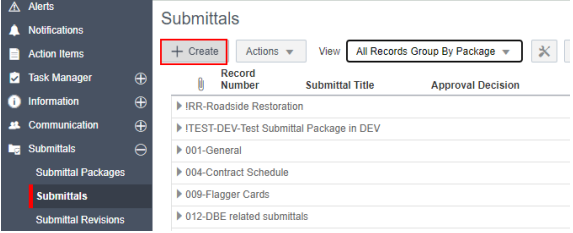
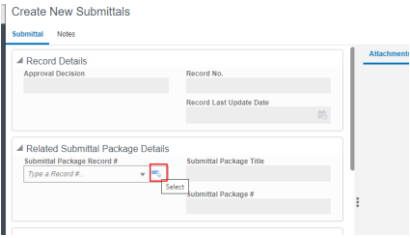
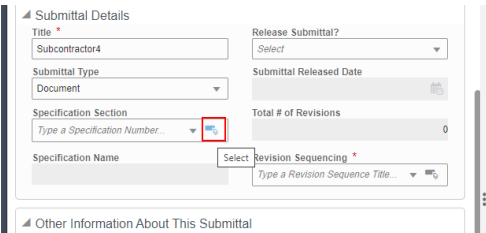
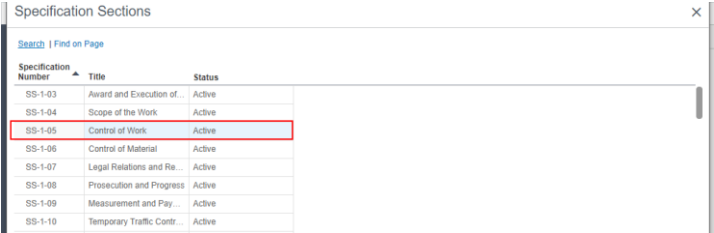
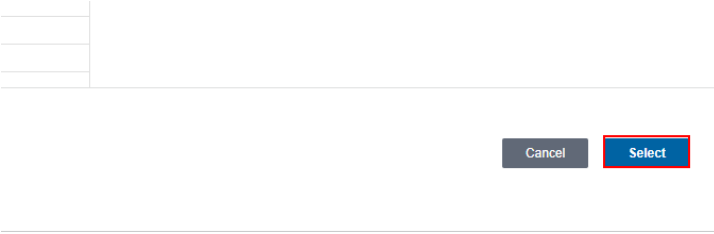
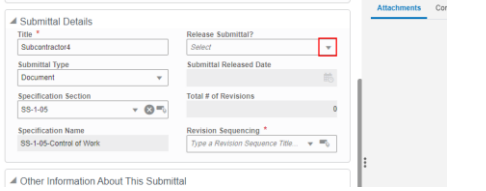
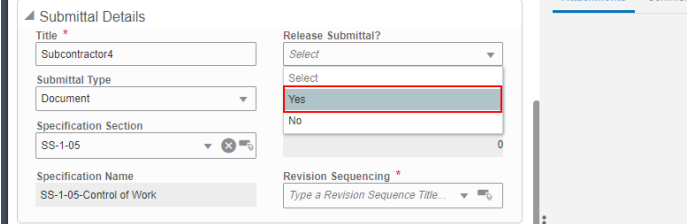
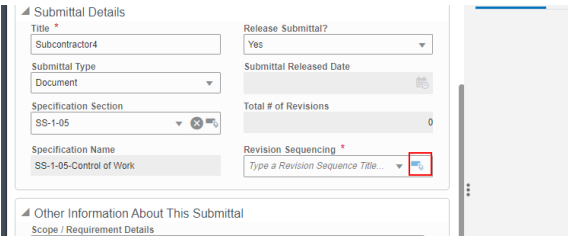

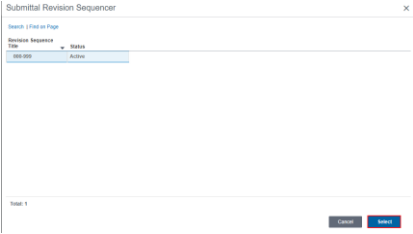
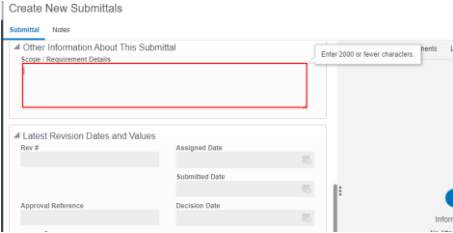
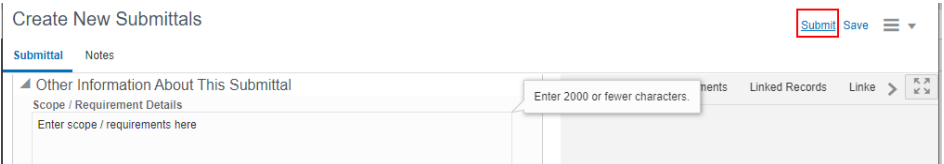


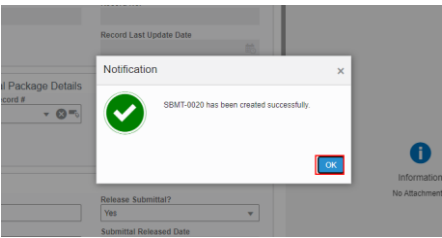
Submittal-1: Create (Contractor) NEW

Step	Action
1.	<p>Click Submittals.</p> 
2.	<p>Click Submittals.</p> 
3.	<p>Click Create.</p> 
4.	<p>Click Drop down to select Submittal Package Record # (i.e. Request to Sublet, Traffic Control Plans, General or Bid Item, etc. - the Submittal Package related to this submittal).</p> 

Step	Action																																				
5.	<p>Select appropriate Submittal Package.</p> <div><div>Submittal Packages</div><div><div>Search Find on Page</div><table><thead><tr><th>Record #</th><th>Status</th><th>Submittal Package #</th><th>Submittal Package Title</th><th># of Required Submittals</th><th># of Completed Submittals</th></tr></thead><tbody><tr><td>SP-0001</td><td>Pending</td><td>001</td><td>001-General</td><td>4</td><td>4</td></tr><tr><td>SP-0002</td><td>Pending</td><td>EC</td><td>EC-Emergency Contact List</td><td>0</td><td>0</td></tr><tr><td>SP-0003</td><td>Pending</td><td>002</td><td>002-SPCC Plan</td><td>0</td><td>0</td></tr><tr><td>SP-0004</td><td>Pending</td><td>003</td><td>003-FPCC Plan</td><td>0</td><td>0</td></tr><tr><td>SP-0005</td><td>Pending</td><td>004</td><td>004-Contract Schedule</td><td>3</td><td>3</td></tr></tbody></table></div></div>	Record #	Status	Submittal Package #	Submittal Package Title	# of Required Submittals	# of Completed Submittals	SP-0001	Pending	001	001-General	4	4	SP-0002	Pending	EC	EC-Emergency Contact List	0	0	SP-0003	Pending	002	002-SPCC Plan	0	0	SP-0004	Pending	003	003-FPCC Plan	0	0	SP-0005	Pending	004	004-Contract Schedule	3	3
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SP-0005	Pending	004	004-Contract Schedule	3	3																																
6.	<p>Click Select.</p> <div><div><div><div>in</div><div>0</div><div></div></div><div><div>list</div><div>0</div><div></div></div><div><div>Accepta...</div><div>0</div><div></div></div><div><div></div><div>0</div><div></div></div><div><div></div><div>1</div><div></div></div><div><div>Control Pl...</div><div>0</div><div></div></div><div><div>on Plan</div><div>0</div><div></div></div><div><div>Itals</div><div>1</div><div></div></div><div><div></div><div>0</div><div></div></div></div><div><div>Cancel</div><div>Select</div></div></div>																																				
7.	<p>Enter Submittal Title. Example "Subcontractor4".</p> <div><div>Create New Submittals</div><div><div>Submittal</div><div>Notes</div></div><div><div><div>Submittal Details</div><div>Title *</div><div>Submittal Type</div><div>Specification Section</div><div>Specification Name</div></div><div><div>Release Submittal?</div><div>Submittal Released Date</div><div>Total # of Revisions</div><div>Revision Sequencing *</div></div></div></div>																																				
8.	<p>Click Drop down to select Submittal Type</p> <div><div>Create New Submittals</div><div><div>Submittal</div><div>Notes</div></div><div><div><div>Submittal Details</div><div>Title *</div><div>Submittal Type</div><div>Specification Section</div><div>Specification Name</div></div><div><div>Release Submittal?</div><div>Submittal Released Date</div><div>Total # of Revisions</div><div>Revision Sequencing *</div></div></div></div>																																				
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Step	Action
10.	<p>Click Drop down to select Specification Section related to this submittal.</p> 
11.	<p>Select appropriate Specification Section.</p> 
12.	<p>Click Select.</p> 
13.	<p>Click Drop down to select Release Submittal.</p> 
14.	<p>Select Yes.</p> 

Step	Action
15.	<p>Click Drop down to select Revision Sequencing.</p> 
16.	<p>Select 000-999.</p> 
17.	<p>Click Select.</p> 
18.	<p>Enter applicable Scope/ Requirement Details. Example "Scope/ Requirement Details here".</p> 
19.	<p>Click Submit to create submittal.</p> 

Step	Action
20.	<p>Click OK.</p> 
21.	<p>End of Procedure.</p>